Statewide E-Mail
E-Discovery and Archiving
Kickoff

21 November 2008

Agenda

- Statewide e-Mail Transition
- Statewide e-Mail Enhancements
- Today's Objectives
- Developing the Requirements for e-Discovery and Archiving

Background

- **SWE transitions and planning continue**
  - Air Resources Board migration in progress
  - Department of Consumer Affairs transition planning in process
  - E-mail Administrators Forums
  - DTS building 2007 environment (ready for customers in the first quarter of 2009)

- **DTS working with customers on planned e-mail enhancements**
  - e-Hub
  - Encryption
  - Disaster Recovery
  - e-Fax

Why We Are Here Today

- e-Discovery and Archiving as a e-Mail enhancement

  ◦ To date, a limited investment in solutions for the Executive Branch

  ◦ Subjection of e-Mail to litigation holds makes this a known needed enhancement to the Statewide E-Mail Project

  ◦ Requirements today are not yet defined for either e-Discovery or Archiving of e-Mail that can be subject to litigation hold

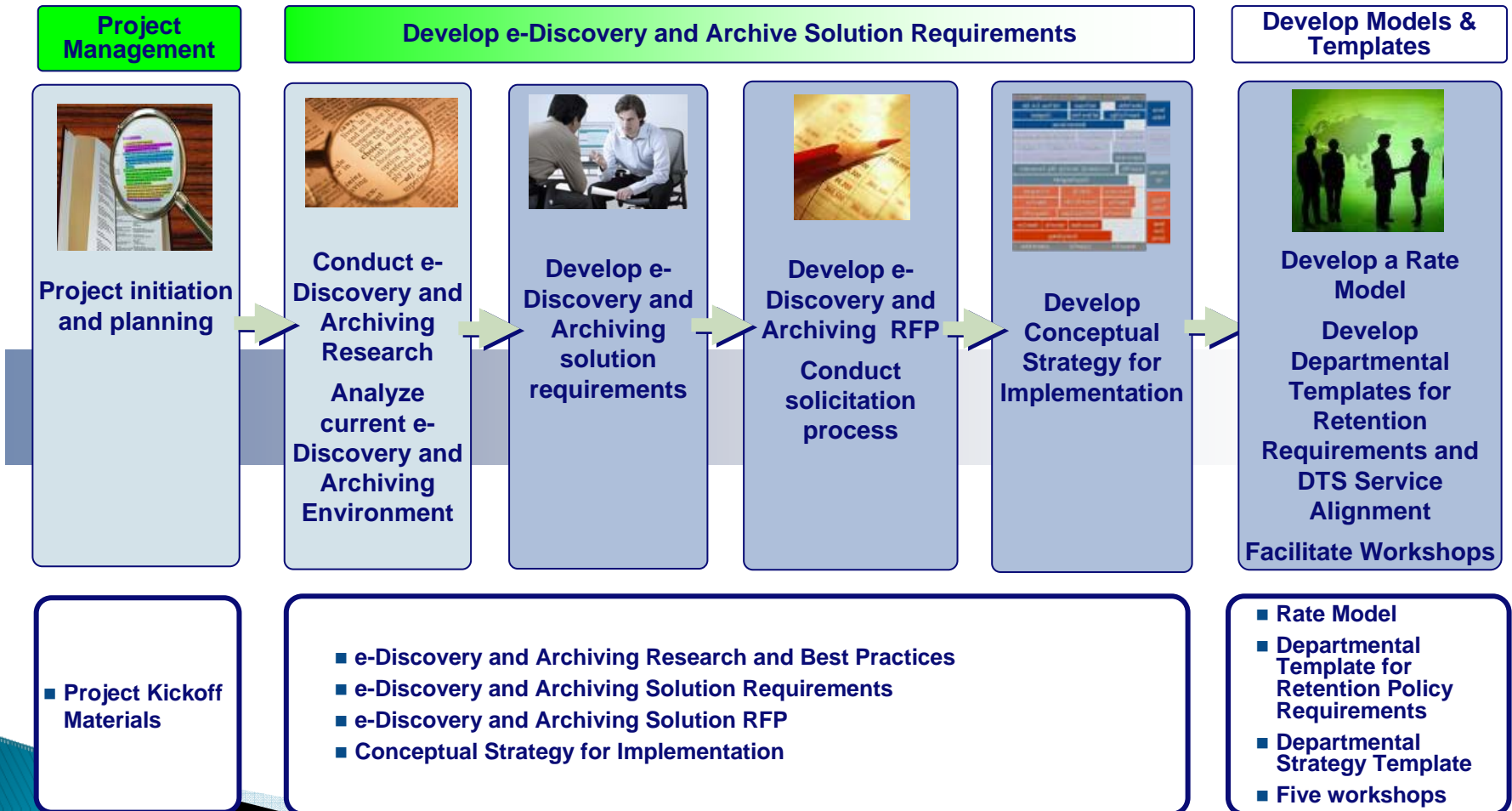 ◦ Retention policies are inconsistent and not often enforced

  Today—we will provide a 'level set' on e-Discovery, archiving, retention, practices and tools that address these issues.

Project Overview

Project Objectives

- **Develop DTS e-Discovery and e-mail archiving solution requirements for inclusion within the RFP (sections 6 and 9) and the RFP evaluation model**
- Develop Conceptual Strategy for Implementation
- Develop a Rate Model for e-Discovery and e-Mail archiving services
- Develop a template for Retention Policy Requirements
- Develop a strategy template for departments to use DTS' e-Discovery and Archiving services to meet business needs
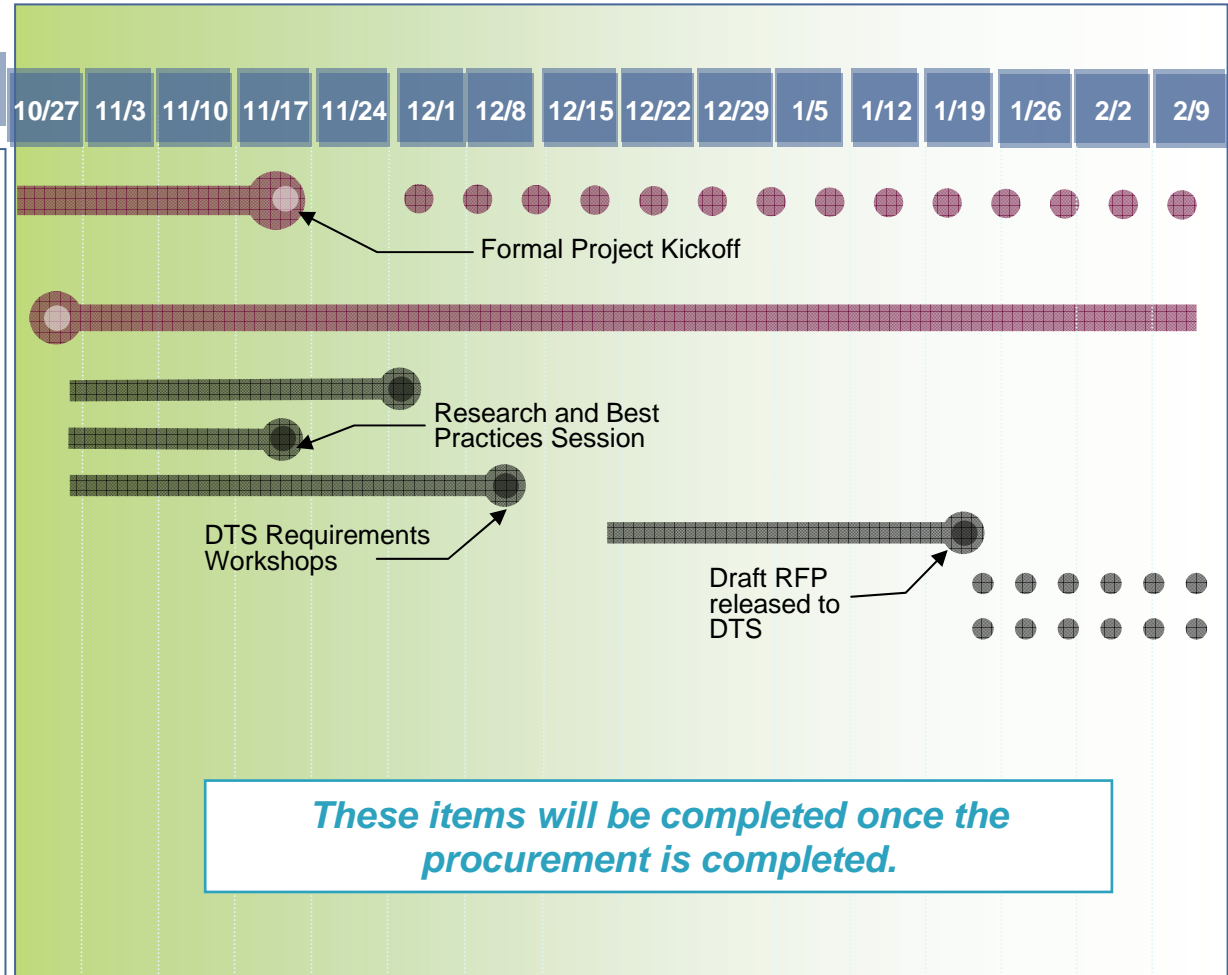
Project Approach and Methodology

Project Management	Develop e-Discovery and Archive Solution Requirements				Develop Models & Templates
Project initiation and planning	Conduct e-Discovery and Archiving Research **Analyze current e-Discovery and Archiving Environment**	Develop e-Discovery and Archiving solution requirements	Develop e-Discovery and Archiving RFP **Conduct solicitation process**	Develop Conceptual Strategy for Implementation	Develop a Rate Model **Develop Departmental Templates for Retention Requirements and DTS Service Alignment** **Facilitate Workshops**

- Project Kickoff Materials

- e-Discovery and Archiving Research and Best Practices
- e-Discovery and Archiving Solution Requirements
- e-Discovery and Archiving Solution RFP
- Conceptual Strategy for Implementation

- Rate Model
- Departmental Template for Retention Policy Requirements
- Departmental Strategy Template
- Five workshops

Proposed Project Work Plan and Schedule

Activities
Project Management

Develop e-Discovery and Archive Solution Requirements

- ◦ Analyze Current Environment
- ◦ Best Practice Research
- ◦ Develop Solution Requirements
- ◦ Develop RFP
- ◦ Support solicitation process
- ◦ Prepare conceptual strategy for implementation

Develop Models, Templates for Departments and DTS

10/27	11/3	11/10	11/17	11/24	12/1	12/8	12/15	12/22	12/29	1/5	1/12	1/19	1/26	2/2	2/9

Formal Project Kickoff

Research and Best Practices Session

DTS Requirements Workshops

Draft RFP released to DTS

These items will be completed once the procurement is completed.

Proposed Project Work Plan and Schedule
Interviews

Gartner has conducted interviews with the following agencies/departments:

- Employee Development Department
- Office of the Attorney General
- State and Consumer Services Agency
- Department of Corrections and Rehabilitation
- Environmental Protection Agency
- Office of Systems Integration
- Office of the State Chief Information Officer
- Department of Transportation
- Franchise Tax Board
- Department of Health Care Services

Next Steps

DTS Project Team
- Requirements Workshops (12/9 – 12/11)

Gartner Team
- Facilitate Requirements Workshops (12/9 – 12/11)
- Develop Functional Requirements
- Develop procurement document

And Remember..

For this project—

*This is **NOT** a technical issue, but is a business decision on how we address the problem of e-Discovery and associated solutions such as archiving*